

SHAWNEE COUNTY, KANSAS
Position Description
Intermittent Seasonal Mini-Train Driver

POSITION CONTROL NUMBER: **Various**

FLSA STATUS: **N**

POSITION DESCRIPTION

Operates the Gage Park Mini-Train. Collects tickets from passengers before boarding. Presents an interpretive tour of the park. Demonstrates strong customer service. Assists with concessions and admissions when needed. Performs minimal daily maintenance. Performs other duties as assigned. This position is supervised by the Amenities and Concessions Supervisor.

This position is an Intermittent seasonal, non-benefits eligible position. Intermittent seasonal positions are limited to working only the parks season (February to October) and may not exceed 1,100 hours of work in the season. Intermittent positions may be ended prior to that without cause at Management's discretion.

WORK PERFORMED.

60% Driving & Daily Maintenance. Operates and drives the Gage Park mini-train. Completes the daily maintenance required. Presents an interpretive tour of the park to patrons.

30% Customer Service. Possesses a sense of integrity and commitment to internal and external customer satisfaction demonstrating passion for excellence. Ability to take tickets, direct patrons, and maintain safety/KDHE guidelines. Assists with concessions and admissions when needed.

10% Other Duties as Assigned.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of:

- Microsoft Office
- Internet/Civic Rec software
- Functions of the various Shawnee County Parks + Recreation divisions.
- Federal, State and County laws, resolutions, rules and regulations.
- KDHE Licensing

Ability to:

- Establish and maintain effective working relationships with other employees and the public.
- Make simple arithmetical calculations.
- Think critically and analyze data.
- Use computer software programs.
- Communicate effectively, both orally and in writing, using the English language.

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- Interpret and apply Federal, State and County laws, resolutions, rules and regulations.
- Follow oral and written instruction.
- Operate various office equipment.
- Handle cash payments and make appropriate change.

Skill in:

- Strong decision making and analytical abilities.
- Strong communication/listening skills.

PHYSICAL REQUIREMENTS

N-Never O-Occasional (1%-33%) F-Frequent (34%-66%) C-Continuous (67%-100%)

	N	O	F	C		N	O	F	C		N	O	F	C
HANDS					BODY/TRUNK					OTHER				
Reaching			X		Sitting			X		Driving			X	
Pushing/Pulling		X			Bending			X		High Elevation	X			
Climbing		X			Reaching			X		Unprotected Heights	X			
Throwing		X			Lifting-50 lbs.	X				Around Moving Machinery	X			
ARMS					Carrying			X		Driving Automotive Equipment	X			
Reaching			X		Jumping	X				Exposure to Dust, Gases and Fumes	X			
Lifting-50 lbs.		X			Twisting	X				Cramped Body Position	X			
Pushing/Pulling		X			Squatting	X				Sustained Positions	X			
Carrying			X		Turning			X		Noise Levels (Excessive)	X			
Throwing		X			LEGS/FEET					Electrical Hazards	X			
EYES					Walking			X		Slippery Surfaces	X			
Near Vision				X	Standing			X		Work Above Ground	X			
Far Vision				X	Sitting			X		Work Below Ground	X			
Color Vision				X	Carrying	X				Irregular Surfaces	X			
VOICE					Climbing	X				Moving Objects	X			
Talking				X	Jumping	X				In High Volume Traffic	X			
EARS					Turning			X		Exposure to Marked Changes in				
Hearing				X	Lifting-50 lbs.	X				Temperature and Humidity		X		

EQUIPMENT USED

Personal Computer
Printer
Telephone

Office Furniture
Fax Machine
Photocopier

Misc. Office Equipment
iPad Tablet Computer
Miscellaneous Hand Tools

MINIMUM QUALIFICATIONS

Eighteen (18) years of age.

Valid Driver's License and able to operate a County-owned vehicle (HR-2013-2).

HR-2013-2: Driving record that shows: No misdemeanor or felony convictions for traffic/vehicular offenses (DUI, vehicular homicide, reckless driving, hit and run, etc.) on the driving record that are less than five (5) years old; No more than two (2) at fault or

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chargeable accidents on their driving record that are less than five (5) years old; No more than two (2) traffic infractions (speeding, failure to yield right of way, etc.) that are less than one (1) year old.

SPECIAL REQUIREMENTS

Required to lift fifty (50) pounds.

Must be available to work a wide range of schedules, including evenings, weekends and holidays.

Required to pass a pre-employment physical and drug screen and review of driving record.

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This Position Description is not designed to list all tasks and responsibilities of this position. Shawnee County reserves the right to revise or change job duties as the need may arise. This Position Description does not constitute a written or implied contract of employment.

I have read and understand the duties and requirements for this position.

_____ Employee's Signature / Printed Name	_____ Date
_____ Administering Supervisor's Signature / Printed Name	_____ Date
_____ Appointing Authority's Signature / Printed Name	_____ Date

Created: 9/19
Revision History: 02/21